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NASA Procedural Requirements

NPR 1400.1G

Effective Date: July 10, 2015

Expiration Date: July 10,
2020**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Mission Support Directorate[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [ALL](#) |

Preface

P.1 Purpose

- a. This directive describes the responsibilities and requirements for creating, revising, reviewing, approving, publishing, and cancelling NASA directives and Agency-level charters.
- b. This directive provides specific instructions pertaining to the development, content, processing, and waiving of Agency-level and Center-level directives.

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (JPL) (a Federally Funded Research and Development Center (FFRDC)) and other contractors only to the extent specified or referenced in applicable contracts.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. In this directive, "Agency-level directives" refers to directives with Agency-wide applicability (e.g., NPDs, NPRs, and NIDs).
- d. In this directive, "Center-level directives" refers to directives with Center-specific applicability (e.g., CPDs, CPRs, and CIDs).
- e. In this directive, "NASA directives" refers to both Agency-level and Center-level directives.
- f. In this directive, "NASA Charters" refers to those charters that govern Agency-wide councils, boards, committees, panels, and working groups.
- g. In this directive, "Center-level charters" refers to those charters that govern specific Center councils, boards, committees, panels, and working groups.
- h. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- i. This directive is applicable to NASA directives developed or revised after the effective date of this NPR.

P.3 Authority

NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters.

P.4 Applicable Documents and Forms

- a. Inspector General Act of 1978, 5 U.S.C. App. § 4(a)(2), as amended.
- b. Creating Labor-Management Forums to Improve Delivery of Government Services, E.O. 13522, 74 Fed. Reg. 66,203 (Dec. 14, 2009).
- c. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- d. NPD 1000.3, The NASA Organization.
- e. NPD 1001.0, 2014 NASA Strategic Plan.
- f. NPD 1280.1, NASA Integrated Management System Policy.
- g. NPD 1420.1, NASA Forms Management.
- h. NPD 9910.1, Government Accountability Office/NASA Office of Inspector General Audit Liaison, Resolution, and Followup Program.
- i. NPR 1441.1, NASA Records Management Program Requirements.
- j. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.
- k. NC 1000.32, Integrated Functional Review Board.
- l. NRRS 1441.1, NASA Records Retention Schedules.
- m. NODIS Manual.
- n. NHQ Form 117, Action Document Summary.
- o. NHQ Form 184, NASA Directive Request Summary.
- p. NHQ Form 279, Review Report/Additional Comments.
- q. NHQ Form 280, Cancelled Directive(s).
- r. NASA Form 422, Signature.

P.5 Measurement/Verification

- a. In order to determine if responsible offices follow the required processes specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR, the Mission Support Directorate (MSD) monitors the processing of each Agency-level directive through NODIS and the subsequent signature process to ensure that all process steps and requirements have been completed correctly by all of the process participants. See Verification Matrix Table A in Appendix C.
- b. In order to determine if responsible offices prepare directives in accordance with the requirements for the content and structure of directives that are specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR, MSD reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been satisfied. See Verification Matrix Tables B-1 and B-2 in Appendix C.
- c. In order to determine if Centers are following the content and process requirements of this NPR that are applicable to Centers for Center-level directives initiated or revised after the effective date of this NPR, Center Directors, or designees, determine and document compliance by applying a verification approach that is tailored to meet the needs of the Center. MSD surveys the Centers and conducts spot-checks every five years to review Center documentation and implementation of Center-specific verification activity. See Verification Matrix Tables C-1 and C-2 in Appendix C.
- d. In order to determine if MSD fulfills its responsibilities as specified within this NPR, internal and external auditors responsible for verifying Headquarters requirements and processes evaluate MSD's performance against the requirements contained within this NPR.

P.6 Cancellation

NPR 1400.1F, NASA Directives and Charters Procedural Requirements, dated January 24, 2014.

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